MONROE COUNTY

JOB DESCRIPTION

Position Title: COMPREHENSIVE PLANNER		**Date**: 4/3/06
Position Level: 9	**FLSA Status**: Non-Exempt	**Class Code**: 9-45

GENERAL DESCRIPTION

The primary function of this position is to provide comprehensive planning services; this includes preparation of staff reports for text and map amendments to the Comprehensive Plan and the Land Development Regulations; assisting in the monitoring, and evaluating progress in implementing the Comprehensive Plan; assisting the Comprehensive Planning section with data gathering and other technical services for long-range and strategic planning projects.

KEY RESPONSIBILITIES

1. *Member of the comprehensive planning team, providing personal planning services to the community.
2. *Conduct research and work with the comprehensive planning team in preparing community plans for the Livable CommuniKeys Program as well as other long-range and strategic planning projects.
3. *Prepare analysis, review and professional recommendation on proposed map and text amendments to the Comprehensive Plan and the Land Development Regulations.
4. Meet with developers and general public on comprehensive planning, and zoning issues.
5. Staff and facilitate advisory boards and meetings.
6. Provide expert testimony and cross-examination at quasi-judicial hearings.
7. Create public relations materials and guide books.
8. Draft language and guide proposals through public hearings and other administrative processes.
9. Lead and facilitate public workshops.
10. Prepare maps, background materials, and presentations for public hearings and workshops.
11. Provide technical assistance to community projects.
12. Collect, analyze and update county baseline statistical data; and provide and update regional data (including demographics, transportation and GIS) to communities.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
Education:	Master's Degree required in Urban and/or Regional Planning or closely related field.
Experience:	6 months experience.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	None.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: RONDA NORMAN Signature: RNorman Date: 4/11/06

County Administrator:

Name: _____ Signature: _____ Date: 4/24/06

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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____